

Purba Bardhaman Zilla Parishad

Court Compound, 713101
Engineering wing
Email: bpz.dist.engg@gmail.com.



Memo. No:- DE/e-NIT/ 495

Date:- 14/03/2026

NOTICE INVITING PRE-QUALIFICATION CUM-TENDER (TWO COVER SYSTEM) OF THE DISTRICT ENGINEER, PURBA BARDHAMAN ZILLA PARISHAD

e-NIT No.-158 of 2025-26

The District Engineer, Purba Bardhaman Zilla Parishad on behalf of Purba Bardhaman Zilla Parishad invites Tenders for the followings work by two cover system from the Bonafide & resourceful Contractors of Government /Semi Government / undertaking /Autonomous body /statutory bodies and local bodies who satisfy the terms and conditions set out in the technical bid documents (TBD) and having registration in the e-procurement portal (www.wbtenders.gov.in) may submit their bids in the said portal. **The intending bidders must have completed at least one similar nature of work (Consultancy Services in various Projects) in single contract as prime contractor and value of which is not less than 40% (Forty Percent) of the amount put to tender . The work must be completed within last five years from the date of issuance of this NIT.** The prequalification documents are to be uploaded in two separate folders. One of the folders shall contain the entire Technical Documents as stated in the Bid Documents and Financial Bids are to be uploaded in the another folder.

The tenders shall be available for viewing, downloading and submission in the website www.wbtenders.gov.in.

List of Works for which tender is invited:-

Sl No	Name of works	Supervision monitoring cost put to tender (including GST, Cess) (Rs.)	Amount of Earnest Money (Rs.)	Cost of Tender Fees (Rs.)	Time of completion
1	Supervision monitoring and bill quantity certification for the work - Repair & Renovation of Vidyasagar Memorial Hall, Guskara (having 700 capacity) Purba Bardhaman under Purba Bardhaman Zilla Parishad, West Bengal	Rs. 13,00,000.00 (Rupees Thirteen Lakh only)	26,000.00	5,000.00	During the entire modification and renovation work

Earnest Money Deposit of e-Procurement

Online receipt and refund of Earnest Money Deposit of e-Procurement through State Government e-Procurement portal. The following procedure to be adopted for deposit of EMD/Bid Security/Tender Fees related to e-Procurement.

A) Login By bidder :-

- A bidder desirous of taking part in a tender shall logging to the e-Procurement portal of the Government of West Bengal :-[https:// wbtenders.gov.in](https://wbtenders.gov.in). using his login ID and password.
- He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes :-
- Net Banking (any of the Banks listed in the ICICI Bank Payment-gateway) in case of payment through ICICI Bank Payment Gateway.
- RTGS/NEFT in case of offline payment through bank account in any Bank.

B) Payment Procedure:-

- Payment by Net Banking (any listed Bank) through ICICI Bank Payment Gateway

- b) On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through he wants to do the transaction in Account No.026401013669, IFSC Code : ICIC0000264
 - c) Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
 - d) Bidder will receive a confirmation message regarding success/ failure of the transaction.
 - e) If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling Account maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD / Tender Fees .
 - f) If the transaction is failure the bidder will again try for payment by going back to the first step.
 - g) Payment through RTGS/NEFT:-
 - h) On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre- filled challan having the details to process RTGS/NEFT transaction.
 - i) The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his bank account.
 - j) Once payment is made, bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
 - k) If verification is successful, the fund will get credited to the respective Pooling account of the maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD / Tender Fees.
 - l) Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
 - m) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.
- C) Refund / Settlement Process:-**
- a) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful/ unsuccessful which will be made available, along with the details of the unsuccessful bidders to ICICI bank by the e- Procurement portal through web services.
 - b) On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 bank working days, where "T" will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.
 - c) Once the financial bid-evaluation is electronically processed in the e-procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where "T" will mean the date on which information on rejection of financial bid is uploaded to thee-Procurement portal by the tender inviting Authority. However, the L2 bidder should not be rejected till the LOI process is successful.
 - d) If the L1 bidder accepts the LOI and the same is processed electronically in the e-procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank working days where "T" will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the tender inviting authority.

- e) All refunds will be made mandatorily to the any account from which the payment of EMD / (if any) were initiated.

1. List of Important Dates of Bids: -

Sl No.	Particulars		Date	Time
1	Published Date	On	14.03.2026	16.00 Hrs
2	Documents Download / Sale Start Date	From	14.03.2026	16.00 Hrs (As per Server Clock)
3	Documents Download / Sale End Date	To	28.03.2026	16.00 Hrs (As per Server Clock)
4	Bid Submission Start Date	From	14.03.2026	16.00Hrs (As per Server Clock)
5	Bid Submission End Date	To	28.03.2026	16.00Hrs (As per Server Clock)
6	Pre-Bid Meeting Date	On	16.03.2026	15.00 Hrs Onwards
		Place	Office of the District Engineer, PBZP	
7	Bid Opening Date (Technical)	On	30.03.2026	16.00 Hrs (As per Server Clock)
8	Bid Opening Date (Financial)		After Evaluation of technical Bid	
9	Place of Opening Bid	Office of the District Engineer		
10	Officer Inviting Bid	District Engineer, Purba Bardhaman Zilla Parishad		
11	Last Date of Bid Validity	90 days from the date of opening		

Tender Inviting Authority will not take any responsibility for the delay caused due to non-availability of internet connection or traffic jam etc. for on-line bidding .

2. Eligibility criteria for participation in tender:

- i) Intending tenderers *should produce* credentials of a *similar nature of Consultancy work (Consultancy Services in various Projects)* having minimum value of 40% *on the amount put to tender* during 5 (five) years prior to the date of issue of this tender notice; under Zilla Parishad, P.W.D., C.P.W.D., & similar other Govt. Dept.
- ii) Credentials for successful completion (certificate for executed work obtained from the officer not below the rank of **Executive Engineer /District Engineer /Block Development Officer /Executive Officer of Panchayat Samity, Municipality, Development Authority or equivalent**) (N.B.- Estimated amount, work done amount, date of completion of work and detailed communicational address of the client must be indicated in the credential certificate) **and Work order, must be submitted along with work completion certificate.**
- iii) The Bidders(Architect /Consultant/ Architectural Firm) is required to submit a complete list of consultants, specialist and experts who shall be engaged for engineering and detailed design of the project.

SL. NO.	CONSULTANT	EXPERIENCE	QUALIFICATION
1.	Team Leader	20 yr.	B.Arch / B.Tech
2.	Architect (Interior Designer)	5 yr.	B.Arch
3.	Electrical Engineer	5 yr.	Diploma in Electrical Engineering
4.	Civil Engineer	5 yr.	Diploma in Civil Engineering

Note:-

Provisional certificate in support of qualification will not be considered beyond 3 year

from final examination.

- iv) Copy of a) Valid PAN Card issued by Income Tax Department b) Professional Tax (current financial year) Receipt (Challans) Valid 15-digit Goods & Services Taxpayer Identification Number (GSTIN) under GST Act, 2017. d) Trade License. [Statutory Documents].
- v) Income Tax return should be submitted for last 3 years.
- vi) Neither prospective bidders nor any of constituent partner had been debarred to participate in tender by any Govt. Deptt. During the last 5 (five) years prior to the date of this e-NIT. Such debar will be considered as disqualification towards eligibility.
- vii) Where there is a discrepancy between the rate in figures & words, the rate in words will govern.
- viii) Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by quantity, the unit rate quoted shall govern.
- ix) Any change of BOQ will not be accepted under any circumstances.
- x) Tax invoice(s) needs to be issued by the supplier /agency for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017.

3. Other Instructions to the bidders: -

- i) Work program should be given by the bidder to complete the work in stipulated time.
- ii) Before the deadline for submission of bids, the Employer may modify the bidding documents by issuing addenda.
- iii) The unit rates and the prices shall be quoted by the bidder entirely in Indian Rupees up to **two decimal places**.
- iv) No Mobilization Advance and Advance against purchase of equipments will be paid for the work
- v) No secured Advance of any kind will be paid for the work under any circumstances
- vi) Under no circumstances Escalation in prices in materials, labour charges, cost of P.O.L. & arbitration will be entertained.
- vii) No interest claim will be admissible during refund of earnest money and security deposit.
- viii) Uploaded documents of valid successful bidders may be verified with the original in due course. The valid successful bidders have to show the originals to the concerned authority as and when required.
- ix) Time allowed for completion of work will be measured from the date of issue of work order
- x) If any erroneous printing found after agreement or any time in the SOQ (Schedule of Quantity) Quantity or Rate, the Tender Inviting authority reserve the rights to correct the same as per approved original estimate.
- xi) Bidding documents is to be uploaded by the bidder. The bidder has to only agree/disagree on the conditions in the bidding document. The bidders who disagree on the conditions of bidding document cannot participate in the tender and his /their bid will be treated as informal
- xii) ***Even though the bidders meet the qualifying criteria, they are subjected to be disqualified if they have:*** Made misleading or false representations in the forms, statements, affidavits and attachments submitted in proof of the qualification requirements; and / or record of submission of any false / fake document(s).
 - (i) Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.
 - (ii) Participated in the previous bidding for the same work and had quoted unreasonably high low bid prices and could not furnish rational justification for

it to the Employer

- xiii) In case of submission of false or misleading documents, the earnest money of the bidder will be forfeited.
- xiv) Intending Bidder should read carefully read the Cl No 41 of GCC of Form No-2911 regarding the suspension and debarment policy before participating the tender.
- xv) No conditional or incomplete tender will be accepted.
- xvi) The bid of any Black listed agency will not be accepted.
- xvii) Arbitration will not be allowed in any case.
- xviii) Tender inviting authority may cancel or reject the tender without assigning any reason thereof.
- xix) To keep the scheme in good condition during the next one Years after the completion of the construction if any additional /excess work is required, the same will be treated as defect liability and the contractor has to do the maintenance work at his own cost.
- xx) Tender Inviting authority reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids, at any point of time prior to the issuance of work order, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the authority's action.
- xxi) The Contractor shall obtain a valid license under the Contract Labour (Regulation and Abolition) Act, 1970, before the commencement of the work, and continue to have valid licenses until the completion of the work. The contractor shall also abide by the provisions of the Child Labour (Prohibition and Regulation) Act, 1986, Fatal Accident Act, 1855, Personal Injuries (Compensation Insurance) Act, 1970.
- xxii) Acceptance of the Tender will rest with the Tender Accepting Authority without assigning reason thereof to the bidder. The accepting authority reserves the right to reject any or all of the tenders without assigning any reason thereof to the bidder/contractor.

4. The Agency shall quote their rate in percentage basis (Both in figures as well as in words) in the given space of Financial Bid Documents only.
5. Bids shall remain valid for period not less than 90 (Ninety) days from the date of opening of Financial Bid. "Bid valid for a shorter period shall be rejected by the 'Purba Bardhaman Zilla Parishad' as non-response".
6. Payment is subject to available of necessary fund and deduction of GST, TDS, Income Tax, Security Deposit & Labour welfare Cess, or any other deductions applicable.
7. The contract shall not be assigned or sublet without specific orders from Government in respect of a specified sub-contractor
8. There shall be no provision of Arbitration.
9. Cost of Earnest Money: Documents (Scanned copies of originals) of depositing EMD to be submitted along with the tender documents.
10. The Bidder, at the Bidder's own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the e-Notice Inviting Tender, the cost of visiting the site shall be at the Bidder's own expense.
11. The intending Bidders shall clearly understand that whatever may be outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. Purba Bardhaman Zilla Parishad reserves the right to accept or reject any offer without assigning any reason whatsoever

and is not liable for any cost that might have incurred by any Bidder at the stage of bidding.

12. Prospective applications are advised to note carefully the minimum qualification criteria as mentioned in "Instructions to Bidders" before bidding.
13. In case of Ascertaining Authority at any stage of application or execution of work necessary registered power of attorney is to be produced.
14. No **CONDITIONAL/INCOMPLETE TENDER** will be accepted under any circumstances.
15. In case of quoting rates, no multiple lowest rate will be entertained by the Department.
16. The District Engineer reserves the right to cancel the e-N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
17. Bid from Joint Venture are not allowed.
18. In case of any change of date, corrigenda, addenda, due intimation will be given in web site/ Notice Board
19. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence:-
 - i) Form No. 2911
 - ii) e-NIT
 - iii) Technical Bid
 - iv) Financial Bid
20. No Departmental materials will be issued for the works from Purba Bardhaman Zilla Parishad.

SM 14/03/2026
District Engineer

Purba Bardhaman Zilla Parishad

Memo. No:- DE/e-NIT/ *495/71*

Date:- *14/03/2026*

Copy of Tender Notice (Sl.No.-158 of 2025-26) forwarded for favour of information with request to kindly display in his Notice Board for giving wide publicity to the:-

1-2)	Sabhadhipati/Sahakari-Sabbhadhipati, PurbaBardhamanZillaParishad .
3)	District Magistrate ,PurbaBardhaman& Executive Officer , Bardhaman.
4-6)	Additional Executive Officer /Financial Controller & Chief Accounts Officer/Secretary, PurbaBardhamanZillaParishad.
7)	Additional Secretary, Govt. of W. B.,Panchayats& Rural Development Department, Joint Administrative Building,HC-7, Sector-III, Salt Lake,Kolkata-106.
8-19)	Adhyaksha, District Council/ Karmadhakshya (All), PurbaBardhamanZillaParishad.
20-23)	Superintending Engineer , P.W. Directorate , Western Circle-I, PurbaBardhaman / Superintending Engineer , Western Highway Circle No-I, P.W. (Roads) Directorate, PurbaBardhaman./Superintending Engineer , Damodar, Irrigation Circle, I & W.D. Kanainatsal, PurbaBardhaman.
24-27)	Sub-Divisional Officer(All),PurbaBardhaman
28-33)	Executive Engineer, WBSRDA, Bardhaman Division, Bardhaman / Executive Engineer, WBSRDA, Bardhaman -2 Division, Kanksa / Executive Engineer-I, Bardhaman Division , P.W.D./ Executive Engineer-II, Bardhaman Division , P.W.D./ Executive Engineer,BurdwanSouthHighwayDivision,P.W.(Roads) Directt./ Executive Engineer,Burdwan North Highway Division, P.W.(Roads) Directt/ Executive Engineer, Burdwan Division ,PHE Dte, Bardhaman
34-35)	District Programme Co-ordinator, CHCMI, PBZP/ District Coordinator, MNB/Sanitation Cell, PBZP
36-56)	Sabhapati/ Executive Officer, PanchayetSamity (All),PurbaBardhaman
57)	D.I.O. & T.D., NIC, PurbaBardhaman is requested to arrange publication in Web Site http://www.bardhaman.nic.in
58-59)	Dy. Secretary/D.I.A., PurbaBardhamanZillaParishad is requested to arrange publication in Web Site http://www.burdwanzp.org
60-62)	Assistant Engineer (All)/ Assistant Engineer(Estimate Section),PurbaBardhamanZillaParishad.
63-71)	Sub-Assistant Engineer (All) /Sub-Assistant Engineer, Estimate Section/ H.C./ Acctt., PurbaBardhamanZillaParishad
	Notice Board, Engineering Wing, PurbaBardhamanZillaParishad./One Extra Copy to District Engineer, PurbaBardhamanZillaParishad.

SM 15/03/2026
District Engineer

Purba Bardhaman Zilla Parishad

INSTRUCTION TO BIDDERS

SECTION – A

1. **General guidance for e-Tendering**

Instructions / Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

2. **Registration of Contractor**

Any contractor willing to take part in the process of e-tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://wbetenders.gov.in>. (the web portal of P & R.D. Department) the contractor is to click on the link for e-Tendering site as given on the web portal.

3. **Digital Signature certificate (DSC)/e-Token**

Each contractor is required to obtain a Digital Signature Certificate (DSC)/ e-Token for submission of tenders from the approved service provider of the National Information Centre(NIC) on payment of requisite amount, details are available at the Web Site.

4. **The Contractor can search & download e-NIT & Tender Documents electronically from computer once he logs on to the website mentioned in clause 2 using the Digital Signature Certificate)/ e-Token. This is the only mode of collection of Tender Documents.**

5. **Participation in more than one work**

A prospective tenderer shall be allowed to participate in the work either in the capacity of individual or as a partner of a firm . If he is found to have applied severally in a single work all his applicants will be rejected for the work.

6. **Submission of Tenders.**

General process of submission: - Tenders are to be submitted online through online the website in two folders at a time for each work, one is Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally signed. The documents will get encrypted (transformed into non readable formats)

A. Technical Bid

The Technical Bid should contain scanned copies of the following further in two covers (folders) .

A-1. Statutory cover containing documents

- i. Prequalification Application (Section-B, Form-I)
- ii. Photo copy of EMD as prescribed in the e-NIT, against each of the serial of work in favour of Purba Bardhaman Zilla Parishad.
- iii. Copy of PAN Card & Copy of Valid 15-digit Goods & Services Taxpayer Identification Number (GSTIN) under GST Act,2017
- iv. STRUCTURE AND ORGANISATION (Section-B, Form-II). **Valid e-mail & mobile no to be mentioned.**
- v. Tender Form –No. 2911 & e-NIT (*properly filled in & upload the same Digitally signed except quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in 2911, the tender is liable to summarily rejected*).

A-2. Non statutory cover containing documents

- i. a) Current Professional Tax Receipt Challan b) Current Income Tax acknowledgement Receipt. c) Trade License.
- ii. Registration Certificate under Company Act(if any)
- iii. Registered Deed to Partnership Firm/Article of Association & Memorandum (if applicable)
- iv. Power of Attorney (For Partnership Firm /Private Limited Company(if any)
- v. Registered Unemployed Engineers' Co-operative Societies /Unemployed Labour Co- operative Societies are required to furnish Valid Bye Law, valid Register Certificate issued by the Co-operative Department, Current Audit Report, Annual General Meeting along with relevant supporting papers.

Sl No	Category Name	Sub- Category Description	Details
A	CERTIFICATES	CERTIFICATES	<ol style="list-style-type: none"> 1. Valid 15-digit Goods & Services Taxpayer Identification Number (GSTIN) under GST Act,2017 2. Valid Pan issued by IT Department Govt. of India. 3. Current Professional Tax Receipt Challan 4. Latest IT Return Acknowledgement .
B	Company Details	Company Details	<ol style="list-style-type: none"> 1. Proprietorship firm (Trade License) 2. Partnership firm (Partnership deed, Trade license) 3. LTD. Company (Incorporation certificate ,Trade license) 4. Society (Trade License) 5. Power of Attorney 6. Valid Bye Law 7. Valid Registration Certificate issued by the Co- operative Department. 8. Current Audit Report 9. Annual General Meeting.
C	Credential	Credential	<ol style="list-style-type: none"> i) Intending tenderers should produce credentials of a similar nature of consultancy work (Consultancy Services in various Projects) of the minimum value of 40% of the Amount put to tender during 5 (five) years prior to the date of issue of this tender notice. ii) Credentials for successful completion (certificate for executed work obtained from the officer not below the rank of Executive Engineer /District Engineer /Block Development Officer /Executive Officer of Panchayat Samity, Municipality, Development Authority or equivalent) (N.B.- Estimated amount, work done amount, date of completion of work and detailed communicational address of the client must be indicated in the credential certificate) and Work order, must be submitted along with work completion certificate.

B. Tender Evaluation Committee (TEC)

- i) Opening & Evaluation of Tender :-
- ii) Opening of Technical proposal :
Technical proposals will be opened by the District Engineer, Purba Bardhaman Zilla Parishad or his authorized representative electronically from the web site.
- iii) Decrypted (transformed in to readable formats) documents of the statutory/ non statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
- iv) Pursuant to scrutiny & decision of the Tender Evaluation Committee, the summary list of eligible tenders will be uploaded in the web portals/ Notice Board before opening of financial bid.
- v) While evaluation the Committee may summon of the bidders & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- vi) Intending tenderers may remain present, if they so desire.

Financial Bid

- i. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ). **The Bidder is to quote the rate (on Percentage basis) online through computer in the space marked for quoting rate in the BOQ.**
 - ii. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.
 - iii. Intending tenderer may remain present, if they so desire.
 - iv. The Contractor is to quote the rate **on percentage at Item-wise BOQ format** of the components as specified in the BOQ. **The percent rate per tendered amount (single tender) (fixed)** will be quoted in the BOQ in one cover (folder) encrypted in the B.O.Q. under Financial Bid.
 - v. **Rate quoted shall be including GST, Cess, other taxes / all other charges.**
7. ***Penalty for suppression/distortion of facts***
Submission of false document by tenderer is strictly prohibited and if found action may be referred to the appropriate authority for prosecution as per relevant IT Act in vogue.
8. ***Rejection of Bid***
The Purba Bardhaman Zilla Parishad reserves the right to accept or reject any bid and to cancel the bid process and reject all bids at any time prior to the award of contract without there by incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for Zilla Parishad's action.
9. ***Award of Contract***
The Bidder whose bid has been accepted will be notified by Purba Bardhaman Zilla Parishad through Letter of Acceptance cum Notice to proceed with the Work.
The Agreement in Form No.-2911 will incorporate all agreements between Purba Bardhaman Zilla Parishad and the successful Bidder. All the tender documents including e-NIT & BOQ will be the part of the contract document.
10. ***Additional terms and conditions***
- a) **Work order will be issued after availability of the fund.**
 - b) The offer shall remain valid for till completion of original project.
 - c) **Rate to be quoted by the Agency as % (Percentage) on Tendered Amount (Awarded Value) of a particular tender including all taxes and Charges. No extra Charges (Fooding, Lodging , Refreshment , Conveyance and any Misc. expenses) will be provided to selected Agency to entire process**
 - d) **Agency should submit the test report of Quality control.**
 - e) Additional Performance Security @ 10.00% (ten percent) of the tendered amount shall be obtained from the successful bidder if the accepted bid value is 80% or less of the estimate put to tender at the time of execution of agreement, in the form of Bank Guarantee from any schedule Bank /Fixed Deposit as per direction as per memo no-4608-F(Y) dated-18/07/2018 of Finance Department, Govt. of W.B.
 - f) If the bidder fails to submit Additional Performance Security within 7 (seven) working days from the date of LoA or the time period as approved by the Tender inviting Authority, his Earnest Money will be forfeited.
 - g) If the bidder fails to complete the works successfully, the Additional Performance Security along with Security Deposit lying with the Government shall be forfeited at any time during the pendency of contract period as per relevant Clauses of the Contract.
 - h) Necessary provisions regarding deductions of Security Deposit from the progressive bills of the Contractor as per relevant clauses of the contract will in no way be affected/ altered by this Additional Performance Security.

SCOPE OF WORK

A Project Management Consultant (PMC) will be recruited to support the Organization to assist in monitoring, coordinating, and providing technical and managerial advices to the TIA. A tender consultant works on ensuring they are familiar with their TIA's activities. Meaning they know exactly what is expected for offering expert advice.

1. OBJECTIVES OF THE Project Management Consultancy (PMC) SERVICES :

- Working with Corporation to understand their needs and to agree the scope of each consulting project.
- Conducting research, surveys and interviews and analysing data to gain insights into the business.
- Ensuring Compliance to Quality and Safety parameters for Project and analysing statistics.
- Detecting issues and investigating ways to resolve them.
- Defining project scope, setting goals and milestones, developing schedules, managing resources, and ensuring project delivery within budget and on time. They also provide training and support to project teams, implement project management methodologies, and resolve project-related issues.
- Basic roles included strategy consulting, operations consulting, financial consulting, information technology consulting and human resources consulting.
- Have to Maintain 7Cs--client, clarify, create, change, confirm, continue and close.
- Basic Function of Consultant includes initial contact and relationship building, formal contracting to define the scope and goals, data collection and analysis, diagnosis and feedback, deciding on solutions, intervention design, implementation, and evaluation.

2. SCOPE OF THE PMC SERVICES :

- i) **Project Preparation Stage:** Acquaint with all the work done, reports / documents prepared for this project by Employer or Employers reputed Consultants or Contractors Documents i.e. Review existing reports / documents prepared for this project prior to commencement of work of supervision at site.
- ii) Review and comment on baseline surveys & reports and accordingly give final recommendations / changes to be incorporated in surveys and reports.
- (iii) Review the work done and expenditure incurred prior to commencement of work of supervision at site e.g. implementation and completion reports and document them on soft and hard media, for ready reckoning for future recourse.
- (iv) Set procedures, systems, standards, criteria and reporting systems for the Contractor.
- (v) Assist the Purba Bardhaman Zilla Parishad and all stakeholders in monitoring site-readiness for the projects. Carry out / assist Employer and all stakeholders for other activities required for execution of the work.
- (vi) To ensure the completion of the original project in all respect within stipulated time as per terms and conditions.

3. Review of available Contract Documents :

i) Before the start of PMC work, the Consultant will undertake study of available documents with particulars relevance to specifications and methodology for executing the work and project schedule.

(ii) Study of Contract Agreement between Zilla Parishad and the Contractors:

The PMC shall review the Contract Agreements for understanding the responsibilities vested with the Contract involved in the project. The understanding of these contract provisions is very important in the overall success of the project. The provisions of the achievements of the milestones and the penalties, the procedure for dispute resolution, if arises are absolutely vital for the success of the Project.

4. Project Monitoring and Quality Control:

- Review and comment on the project schedule prepared by the executing agency and assist all stakeholders to provide necessary approvals.
- Monitor project development at project site against agreed scheduling and co-ordinate for finalizing the mitigation plan in case of delay.
- Monitor physical and financial progress for execution of works. Assist in forward physical and financial planning.

- Monitor project development goals for site execution against stipulated goals in project indicator framework.
- Update / revise project scheduling, developmental goals, physical and financial achievements of Contractor in co- ordination with all stakeholders.
- Report Monthly project status and Quarterly project status to all stakeholders.
- Take up performance report of completed civil works
- Assist in making final payment of contractors and consultants.
- Assist in obtaining early discharge certificates from civil works contractors.
- Assist in ensuring maintenance compliance of civil works and payment.

5. Roles & Responsibilities under Project Monitoring & Control:

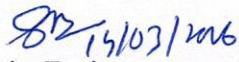
- Review Contractor's detailed works program along with concerned stakeholders and suggest modifications where deemed necessary.
- Review the suitability of Contractor's superintending and key personnel and suggest modifications where required.
- Ensure that all the works carried out under this program fully comply with engineering designs, technical specifications, drawings, established codes & sound engineering practices, contract documents and compliance to the environmental management plan.
- Assist in interpretation of the drawings and Technical Specifications etc. as and when required.
- Review the methodology proposed by the contractor for execution of works in order to ensure that the same is satisfactory in respect of technical requirements, project implementation schedule, environmental aspects, contract duration and operational occupational safety of the works, property, personnel and third parties.
- The PMC will assist concerned stakeholders to inspect the work on completion before taking over by the Employer and indicate any rectification required and outstanding work to be carried out by the contractor.

6. Other activities related to the Project :

- Efficient Documentation both on paper media (Hard Copy) and soft media.
- Assist in handling RTI applications and assessment of RTI compliance related to field works.
- Assist in handling audit observations including preparation of detailed reply on concurrent Audit Para & factual note during the currency of the contract.
- Presenting project status during Corporation meetings as well as to prepare power point presentation on the same as per requirement.
- To assist in monitoring and evaluation including updating the indicators of result framework of the project.
- Assist in arranging and conducting monthly progress review / coordination meetings and to prepare its minutes of meetings.

7. Terms of Payment:

Sl. No.	Description of Deliverables	Percentage (%)
1.	Supervision Monitoring of the work and bill certification of 50% Schedule quantity	30%
2.	Supervision and bill certification of till 90% schedule quantity or which is higher	50%
3.	Final Certification of whole work and preparation & bill certification of final bill	20%
Total		100%


 District Engineer
 Purba Bardhaman Zilla Parishad

SECTION-B
FORM- I
PRE-QUALIFICATION APPLICATION

To
The District Engineer,
Purba Bardhaman Zilla Parishad

Tender for (Name of Work)-----

Reference :- e-NIT.No- 71 of 2025-26, (Sl. No-----.)

Dear Sir,

Having examined the Statutory, Non statutory & e-NIT documents, I/we hereby submit all necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of..... in the capacity
..... duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

- (a) Tender Inviting & Accepting Authority/Engineering-in-Charge can amend the scope & value of the contract bid under this project.
- (b) Tender Inviting & Accepting Authority/Engineering-in-Charge reserve the right to reject any application without assigning any reason.

Encl : e-Filling :-

- 1. Statutory Documents
- 2. Non Statutory Documents

Date :-.....

Signature of applicant including title
and capacity in which application is made.

SECTION -B
FORM-II
STRUCTURE AND ORGANISATION

- A.1.i) Name of Applicant
(Proprietor/Secretary/Partner) : _____
- ii) Status of Farm
(Proprietorship /Society/Partnership/Ltd Comp.) : _____
- A.2 i) Office Address : _____
- ii) E-Mail (Mandatory) : _____
- iii) Telephone No.(Land) (if any) : _____
- iv) Mobile No. (Mandatory) : _____
- iii) PAN No : _____
- iv) GST : _____
- v) e-Procurement No (UTR No if any)- : _____
- A.3.i) Name of Bank : _____
- ii) Address of Bank : _____
- iii) Account No : _____
- iv) IFSC Code : _____
- A.4 Attach one organization chart showing
the structure of the company with
names of Key personnel and Project
Manager, Architect/ Civil/ Elec.
Engineer and
Technical staff with Bio-data. : _____

Note :- Application covers Proprietary Firm, Partnership, Limited Company or Corporation,

Signature of applicant including title
and capacity in which application is made.

SAMPLE FORMAT OF AFFIDAVIT (To be submitted in Non-Judicial Stamp Paper and to be Notaried)
(To be submitted in Non-Judicial Stamp Paper and to be Notarised)

I, Sri.....S/o
Sri..... aged.....years, Residing
at.....Proprietor/ Partner/ Director of, PAN
NO,.....GST No....., Mob No.
..... E- Mail;-..... do hereby solemnly affirm and
declare in connection with is as
follows :

1. That I, the undersigned do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief.
2. That the undersigned also hereby verifies that neither any near relations of staff and officers of the department nor any retired gazetted officers are in our employment.
3. The undersigned would authorize and request any bank, person, firm or corporation to furnish pertinent information as deemed necessary and or as requested by the department to verify this statement.
4. The undersigned understands and agrees that the bid shall remain open for Acceptance 90 days from the date of opening of financial bid.
5. The undersigned agrees to authorize the authority to seek references from the bankers of the undersigned.
6. We would establish a site laboratory with minimum testing equipments/ apparatus to conduct the various tests on soil, aggregates and cement concrete to maintain the quality at site. We will upkeep the laboratory set-up in good condition of the project.
7. We would deploy at site all necessary technical personnel for efficient contract management and supervision of works to the full satisfaction of the Engineer in Charge with a view to achieving best quality of works at site.
8. We would carry out all necessary tests of all major items at frequency spelled out in the contract document to the full satisfaction of the Engineer in Charge to achieve the best quality work at site. We will be contract bound to bring to the notice of the EIC any non-compliance of test results along with the action taken report.
9. Any departure whatsoever in any form will be considered as breach of contract. In such situation the department at his liberty may withhold our payment till we rectify the defects or fulfill our contractual obligation. In this connection, Departmental decision will be final and binding.
10. The undersigned also certifies that neither we have abandoned any work awarded to us, nor any penal action was taken against us by any department. The undersigned also declares that we do not have any running litigation with any department.
11. The Credential that I have submitted is authentic

PURBA BARDHAMAN ZILLA PARISHAD
Bidding Document
REF: e-NIT-158 OF 2025-26
(Memo. No. DE/e-NIT/ 495 Dated- 14/03/2026)
END OF
TECHNICAL BID
PURBA BARDHAMAN ZILLA PARISHAD
Engineering Wing
Court Compound, P.O.-Bardhaman
Dist.-Purba Bardhaman
PIN- 713101